

PROCUREMENT MANAGEMENT STAFF

FY 1986 SIGNIFICANT ACCOMPLISHMENTS

° Agency Contract Review Board Activity

Two hundred cases were reviewed by the Agency Contract Review Board (ACRB) during fiscal year 1986. Statistics for the period June through September 1986 indicate that 102 cases were reviewed by the ACRB, with a total dollar value of \$430.9 million. Seventy-six of these cases, totaling \$319.6 million, were of a noncompetitive nature.

° Review of All Procurement Notes

A review of all presently active procurement notes (PN) has been accomplished, and the results submitted to senior contracting officials for comment have been completed. A reissuance of PN-1 for the purpose of controlling all active PNs has been prepared. (Eighty-nine PNs are to be cancelled and 34 PNs are to be retained.)

° Procurement Note 184 (Implementation of CICA)

A revised version of PN 184 has been prepared and circulated for coordination by senior procurement officials and signature by the Director of Logistics.

° Contracting Officer Intern Program

✓ The Contracting Officer Intern Program (COIP) was formalized and forwarded to the Logistics Career Service Training and Awards Panel for review and recommended changes. Two insignificant changes were made to the program, which has subsequently been approved for implementation. There are presently 21 participants in various stages of training in the COIP.

° FAR Implementation Guide

The contractor (Sterling Institute) is now 95 percent complete and has only to finish a minimal number of items which are classified and must be done on Agency premises. The contractor will then revert to updating the Agency clause book. This has been accomplished, at no loss to the Government of the funds under the contract, by mutually agreeing to a time extension.

C O N F I D E N T I A L

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° Contract Support Assistant

The Personnel and Training Staff (P&TS), OL, returned the initial submission of the basic position description with several suggestions for work changes and possible upgrading. The suggestions were reviewed and the position description modified to reflect more independent action of the incumbent. The revised position description has been resubmitted to OL/P&TS for review.

° FOCI Activity

During the last quarter of FY 1986, a total of 67 cases were reviewed by the FOCI Panel in eight separate meetings.

° OL/PMS Training Activity

Training guidance was provided to all new COIPs during their initial orientation into OL and its procurement program.

Training forms and questionnaires was received from all OL procurement personnel. Information from these documents was placed into individual training records, as well as into the FY 1987 Training Plan for OL/PMS. This capability provides an up-to-date record of training at any given time.

The FY 1987 Training Plan for OL/PMS was compiled, completed, and submitted to the OL Training Officer. This paper contained projected training courses for all COIPs, contracting officers, procurement officers, contract support assistants, and procurement clerical employees.

° Layman's Handbook

A draft of the handbook proposed to describe the functions of the procurement process and how to use it has been prepared for review by OL management.

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° General Services Administration - FAR SECRETARIAT Correspondence

Six individual changes and/or new issuances of proposed FAR regulatory issuances/clauses were reviewed and correspondence generated to the FAR Secretariat during this last quarter.

° Bidders List Update

The Agency Bidders List was updated with the addition of 380 companies and was published and distributed in July 1986 to all contracting teams/branches.

° Other OL/PMS Activities

- During the last quarter, OL/PMS responded to 163 telephone requests from companies requesting they be added to our bidders list. Appropriate forms were forwarded to these companies and, upon their return, their capability packages were routed to Agency components with potential interest in their products and/or services.
- The staff responded to inquiries from private industry on five separate FOIA requests for contractual information.
- Three unsolicited proposals were submitted to OL/PMS from private contractors; OL/PMS took appropriate action by routing same to components with possible interest.